

**USFK REGULATION 385-1**

**SAFETY (381)**

# **Accident Prevention and Reporting**

**25 January 1999**

**UNCLASSIFIED**

HEADQUARTERS  
UNITED STATES FORCES, KOREA  
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Safety

UNITED STATES FORCES KOREA SAFETY PROGRAM

**SUPPLEMENTATION.** Supplementation of this regulation and issuance of command and local forms are prohibited unless prior approval is obtained from HQ USFK, ATTN: FKSF, Unit #15237, APO AP 96205-0010.

**INTERNAL CONTROL PROVISIONS.** This regulation does not contain management control provisions.

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\*This regulation supersedes USFK Reg 385-1, 15 Jan 87

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## CHAPTER 1

### INTRODUCTION

**1-1. PURPOSE.** This regulation prescribes policy regarding the United States Forces, Korea (USFK) accident prevention program. It establishes measures for program implementation and maintenance, and identifies accident investigation and reporting requirements and procedures. This regulation provides safety management policy guidance and procedures specifically for application in USFK with special emphasis on organizational concepts and responsibilities. A library of safety guidance is promulgated by service component headquarters and service elements will comply with that guidance.

**1-2. APPLICABILITY.** This regulation is applicable to all Service components, tenants, and other activities constituting the United States (U.S.) Forces in the Republic of Korea (ROK).

**1-3. POLICY.**

a. Accidents are unacceptable impediments to USFK missions, readiness, morale, and resources; therefore, accident prevention must be pursued aggressively. The USFK safety program will fully support the USFK mission of combat readiness while protecting the force and minimizing any adverse impact on operations.

b. Accident prevention is a command responsibility. Services and activities must establish procedures to ensure the safety of personnel and equipment under their control.

c. Accident prevention goals and objectives, and projects associated with the goals and objectives, will be coordinated with all U.S. Forces within the ROK.

**1-4. REFERENCES.** Publications required to be referenced for managing a Safety Program are listed in Appendix A.

**1-5. RESPONSIBILITIES.**

a. The USFK Chief of Staff (CofS) is the principal advisor to the USFK Commander for safety and occupational health matters and will--

(1) Establish a formal safety program consistent with U.S. Federal regulations, DOD standards, Services directives, and Status of Forces Agreement(s) (SOFAs). Initiate programs, actions, and taskings to ensure adherence to the aforementioned regulatory guidance.

(2) Designate a command safety official to exercise staff supervision over the command safety program.

(3) Approve policies, issue directives, and publish guidance on safety and occupational health plans and programs.

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### **b. The Command Safety Director will--**

(1) Develop, maintain, and manage a USFK safety program which protects the force. The program will consist of all major safety elements with special emphasis on radiation and explosives safety. Additional information on the radiation safety program is at Appendix B.

(2) Act as principal advisor to the USFK CofS and staff elements on all safety matters affecting the command.

(3) Establish policy and procedures for safe operations by Service elements and other activities. Provide risk management information and safety risk management "train-the-trainer" training as needed to assure Service elements are prepared to conduct the necessary training for their units/activities.

(4) Provide safety support to USFK elements consistent with the mission and functional responsibilities described in the USFK Organization and Functions Manual.

(5) Collect, analyze, disseminate, and maintain accident information on U.S. Forces in Korea. Develop and distribute accident prevention countermeasures to reduce adverse trends.

(6) Develop safety procedures and guidance for training exercises (e.g., Ulchi Focus Lens, Foal Eagle, Reception, Staging, Onward Movement and Integration (RSO&I)). Provide on-site support during training and/or contingency operations.

(7) Review and evaluate programs for carrying out approved safety and occupational health policies and procedures. Monitor the effectiveness of the USFK safety program in protecting the force.

(8) Establish a USFK Safety Council which meets at least annually, or more often as needs dictate, to discuss accidents and/or accident prevention information.

(9) Conduct a quarterly Services Safety Officers Meeting to share information and resolve issues that affect the command.

### **c. Service Components will--**

(1) Implement and maintain an effective accident prevention program that enhances mission while ensuring the health and welfare of personnel and equipment.

(2) Assign full-time personnel, trained in safety and occupational health, to manage the safety program. Provide names and telephone numbers of the assigned personnel to the Command Safety Office (CSO), telephone 723-3934/8373.

(3) Respond to guidance provided by the USFK Commander.

(4) Provide service-specific safety guidance to ensure safety requirements are well understood and followed.

(5) Participate in USFK Safety Council and Safety Officers meetings.

(6) Comply with accident investigation and reporting directives outlined in Services directives and this regulation.

d. The Assistant Chief of Staff (ACofS), J-1 will--

(1) Work with the CSO on personnel staffing issues that impact the safety and occupational health of operations and personnel within USFK.

(2) Aid the CSO in efforts to obtain essential professional staff authorizations, military and/or civilian, to meet the basic requirements of the Joint CSO. Until such time as authorizations are approved to resource Services liaison positions, the designated Service Component safety official will serve as the Service representative to the USFK CSO.

e. The ACofS, J-3 will--

(1) Provide the CSO with information concerning training exercises and other contingency operations that require on-site participation (e.g., RSO&I, Foal Eagle, community emergencies).

(2) Ensure that the CSO is included early in the planning stages of training exercises and that time is scheduled for safety briefings to participants.

(3) Assure that Command Center Seoul (CC Seoul) notifies the CSO of any accident involving USFK personnel (via both facsimile and telephone) as soon as possible after learning of the occurrence. A CSO notification roster will be kept on file in CC Seoul.

f. The ACofS, J-4 will--

(1) Function as the USFK Executive Director for Explosives Safety (EDES). The EDES will develop and conduct a USFK Explosives Safety Council to address explosives safety problems command wide. The Council will meet at least quarterly but more often if needs dictate. Additional information and guidance on the explosives safety program is at Appendix C.

(2) Establish and maintain procedures for managing, responding to, and disseminating materiel-related safety of use messages (SOUM) and safety of flight messages (SOFM). Provide the CSO with information concerning actions taken on SOUMs and SOFMs on request.

g. The ACofS, J-6 will--

(1) Advise and assist the CSO with communications and automation equipment when requested or as transmission needs change in the command.

(2) Ensure the CSO is integrated into the command's communication system during routine daily operations, training exercises, and/or contingency operations.

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**h. The Provost Marshal will--**

(1) Coordinate with the CSO on traffic and other issues that impact the safety and occupational health of personnel assigned to USFK.

(2) Inform the CSO of accidents reported through Military Police channels. During training exercises, ensure that all data pertaining to real-world accidents is made available to the CSO on request.

i. The ACofS, Resource Management will ensure that adequate funding is provided to carry out the safety functional requirements.

## CHAPTER 2

### SAFETY PROGRAM STRUCTURE

#### 2-1. ORGANIZATIONAL STRUCTURE.

a. The CSO is a special staff office under the CofS. The Command Safety Director answers directly to the Commander in Chief through the CofS.

b. Services will organize their safety offices to comply with their Service headquarters guidance. To ensure effective accident prevention efforts are implemented in USFK, commanders/activity chiefs will--

(1) Designate a command safety official to exercise staff supervision over the safety program. The individual assigned will be adequately trained to manage the full range of safety program responsibilities. The safety official will be a member of the commander's special staff answering directly to the commander.

(2) Provide sufficient funds and other resources to ensure safety officials are able to carry out their responsibilities and assure an effective safety and occupational health program is maintained.

#### 2-2. OPERATIONAL PROCEDURES. USFK and Services safety staffs will--

a. Function as principal staff advisors and technical consultants to their commanders and staffs in planning, organizing, directing, and evaluating all safety and occupational health efforts within their respective commands.

b. Provide technical and professional advice and assistance to identify unsafe behavior and eliminate hazardous conditions.

c. Assist subordinate commanders in determining the number, qualifications, and grade of personnel necessary to ensure an effective safety program.

d. Assist subordinate commanders in developing risk management and other safety and occupational health training.

e. Provide technical assistance in accident investigating and reporting to ensure accuracy, completeness, and timeliness.

f. Collect, review, and analyze accident experience information. Provide analysis results to appropriate commanders and staff. Develop countermeasures and distribute as needs dictate.

g. Incorporate risk management requirements, practices, and procedures in command directives, instructions, regulations, SOPs, training and operational plans, and special orders.



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h. Ensure that local physical standards for facilities and equipment meet or exceed safety and health standards established in pertinent Host Nation, Federal, and Service statutes and regulations.

i. Ensure that safety training is provided to military and civilian leaders as well as operating personnel. Minimum training requirements are outlined in Services directives.

## CHAPTER 3

### SAFETY STANDARDS APPLICATION

#### 3-1. STANDARDS.

a. Where applicable, Services will apply Occupational Safety and Health Act (OSHA) standards and other non-military regulatory or consensus safety and health standards to military unique equipment, systems, operations, or workplaces.

b. In workplaces where the SOFA requires that U.S. Armed Forces comply with ROK law, and ROK law prescribes different standards, the standard that is most strict will apply.

c. Commanders will ensure that publications which implement Services safety and occupational health criteria are provided to workplaces in a form appropriate to the specific operation and are understood and complied with by affected personnel.

**3-2. CONFLICTS.** When standards in Services publications conflict with a legal standards (such as the OSHA), or provide a lower degree of protection, the legal standard will apply. When the Service standards are equal to or exceed such requirements in providing workplace safety, the Service requirement will apply.

**3-3. ADDITIONAL SAFEGUARDS.** Commanders will do risk assessments to evaluate the level of safety provided by established standards to determine if additional safeguards are required. If deemed necessary, the extra safety measures will be put in place prior to initiating or continuing the mission.

## CHAPTER 4

## ACCIDENT INVESTIGATION AND REPORTING

**4-1. INVESTIGATIONS.** Accidents will be investigated and reported in accordance with (IAW) Services directives.

**4-2. REPORTING.** Services will--

a. Notify the CSO, telephonically and by facsimile (telephone 723-3934/8373/7515; FAX 723-9212), of all class "A" and "B" accidents as determined by DODI 6055.7 (e.g., fatal; permanent total or partial disability; property damage of \$200,000 or more) within 24 hours of the accident occurrence. Provide a summary of findings and recommendations on completion of the investigation; furnish a copy of the actual completed report, if requested. This requirement is in addition to the reporting requirement specified in Service regulations.

b. Furnish copies of quarterly accident analyses to the CSO no later than 15 working days after the end of the reporting period. Elements that do not prepare analysis data should provide copies of all recordable accident reports.

c. Notify the local Logistics Assistance Office (LAO) and/or the Logistics Support Element-Far East (LSE-FE) of accidents and/or other safety concerns involving equipment provided by the Army Materiel Command (AMC) (High Mobility Multipurpose Wheeled Vehicle (HMMWV), Armored Personnel Carrier, etc.). Points of contact are listed below:

LAO 2ID	Camp Casey	730-1967/1966/1945/1962
LAO Seoul	Camp Market	722-3552/3967/3027
LAO 19 <sup>th</sup> TAACOM	Camp Henry	768-6742/6744
	Camp Humphreys	753-6005/6012
LSE-FE HQs	Camp Market	722-3615/3769/3752

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**Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or Service equivalent forms to the Commander, USFK, ATTN: FKSF, Unit #15237, APO AP 96205-0010.**

**FOR THE COMMANDER:**

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## **APPENDIX A**

### **REFERENCES**

**Section I. Required Publications. The following publications should be referenced concerning the Safety Program.**

#### **DEPARTMENT OF DEFENSE DIRECTIVES AND INSTRUCTIONS**

DOD Directive 1000.3 (Accident Prevention, Safety, and Occupational Health Policy for the Department of Defense).  
DOD Directive 6055.13 (Transportation Accident Prevention and Emergency Response Involving Conventional DOD Munitions and Explosives).  
DOD Instruction 6055.1 (DOD Occupational Safety and Health Program).  
DOD Instruction 6055.7 (Mishap Investigation, Reporting, and Record Keeping).  
DOD 6055.9-STD (DOD Ammunition and Explosives Safety Standards).

#### **USFK PUBLICATIONS:**

USFK Memorandum 10-1 (Organization and Functions – United States Forces Korea).  
USFK Pamphlet 385-2 (Guide to Safe Driving in Korea).  
USFK Pamphlet 385-3 (A Systems Approach to Seasonal Safety).  
USFK Regulation 190-1 (Motor Vehicle Traffic Supervision).  
USFK Regulation 350-1 (Command Post and Field Exercises).

#### **UNITED STATES ARMY PUBLICATIONS**

AR 385-10 (The Army Safety Program).  
AR 385-11 (Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal, and Radiation Safety)).  
AR 385-40 (Accident Reporting and Records).  
AR 385-55 (Prevention of Motor Vehicle Accidents).  
AR 385-63 (Policies and Procedures for Firing Ammunition for Training, Target Practice, and Combat).  
AR 385-64 (U.S. Army Explosives Safety Program).  
DA Pamphlet 385-40 (Army Accident Investigation and Reporting).  
DA Pamphlet 385-64 (Ammunition and Explosives Safety Standards).

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**UNITED STATES AIR FORCE PUBLICATIONS**

Air Force Instruction 91-202 (The U.S. Air Force Mishap Prevention Program).  
Air Force Instruction 91-204 (Safety Investigations and Reports).  
Air Force Manual 91-201 (Explosives Safety Standards).  
AFOSH Standard 91-100 (Aircraft Flight Line - Ground Operations and Activities).  
AFOSH Standard 91-301 (Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program).  
AFOSH Standard 91-302 (Air Force Occupational and Environmental Safety, Fire Protection, And Health (AFOSH) Program Standards).

**UNITED STATES NAVY PUBLICATIONS**

OPNAV 5100 (Navy Safety and Occupational Safety and Health Program).  
OP5, Volume 1 (Ammunition, Explosives Safety Ashore-Safety Regulation for Safe Handling, Storing, and Renovation).

**UNITED STATES MARINE CORPS PUBLICATIONS**

MCO 5100.8E (Marine Corps Ground Occupational Safety and Health Program).  
MCO 5100.29 (Marine Corps Safety Program).  
MCO P5102.1 (Marine Corps Ground Mishap Reporting).  
NAVMC 2692 (Unit Safety Program Management Manual).

## APPENDIX B

### USFK RADIATION SAFETY MANAGEMENT PROGRAM

#### B-1. GENERAL.

a. This program is established to provide long-term, quality management of radiation safety for USFK. The USFK radiation protection program is directed toward safeguarding personnel from unnecessary exposure to ionizing and non-ionizing radiation.

b. Active participation by senior leaders of U.S. military Services and other activities assigned to USFK in the development of policy, procedures, and priorities is essential to the implementation and maintenance of a sound radiation safety and compliance program.

c. Due to the serious and irreversible effects of radiation injuries, impact on readiness, and political sensitivity, the radiation safety program must be vigorously supported by senior leaders throughout USFK.

**B-2. PURPOSE.** The purpose of the USFK Radiation Safety Program is to develop and implement a proactive management and compliance program and establish command coordination channels of existing technical capabilities to enhance the strengths of the radiation safety program.

**B-3. SCOPE.** This program applies to all Services and activities assigned to USFK. It includes ensuring compliance with requirements of the U.S. Nuclear Regulatory Commission, material licensing agencies, DOD, and military Services and activities. It also includes adhering to standards agreed to in the SOFA.

#### B-4. RESPONSIBILITIES.

a. The Commander, USFK will--

- (1) Establish and maintain a USFK radiation safety program.
- (2) Ensure a qualified individual is appointed as the USFK Radiation Safety Officer (RSO).
- (3) Establish and operate a Consolidated Radioactive Material Processing Facility (RMPF).
- (4) Establish, and ensure compliance with, procedures for disposal of unwanted radioactive material.
- (5) Ensure USFK units and activities comply with Host Nation atomic energy laws as outlined in the SOFA.

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### **b. The Command Safety Director will--**

- (1) Develop and manage the USFK Radiation Safety Program.
- (2) Recruit and maintain a qualified radiation safety officer to conduct the USFK Command Radiation Safety Program. Ensure that training needs are met to keep the individual up to date with the latest practices and procedures concerning radiation safety.
- (3) Develop, implement, and disseminate radiation safety policy guidance for units and activities assigned to USFK.
- (4) Maintain an inventory and document the disposition of all radioactive materials received to Services and activities assigned to USFK.
- (5) Assist in the management of Services and activities radiation safety programs in the absence of qualified RSOs.
- (6) Notify appropriate authorities in the event of a radiation accident or incident. Provide CC Seoul an updated after-duty hour notification roster for events that occur after the normal duty day.
- (7) Establish and serve as the Chairman of the USFK Command Radiation Safety Committee (CRSC). The Committee is an advisory body to the commander in fulfilling his responsibilities.
- (8) Schedule a command radiation assistance/compliance inspection of the Services and activities assigned to USFK and the USFK RMPF. Ensure that operations involved in maintenance of equipment containing licensed materials, units requiring radiation dosimetry, and major radiation storage locations are also inspected as required, but at least annually.
- (9) Publish procedures that list the command channels for coordination between activities wanting to dispose of radioactive waste.

### **c. Services and other activities will--**

- (1) Appoint a trained RSO to serve as the Service or activity central point of contact for all radiation issues.
- (2) Manage radiation safety and control programs under Federal law, Services regulations, DOD directives, and SOFA requirements.
- (3) Establish a radiological accident response plan and maintain trained personnel and equipment necessary to handle possible accident scenarios. Exercise the emergency plan at least annually.



(4) Notify the USFK RSO within 24 hours of a radiation incident, including the loss or damage of equipment containing radioactive material. During normal duty hours (0800-1700), call 723-6616. After duty hours, call CC Seoul at 723-3030 who will in turn notify the RSO.

(5) Investigate accidents and incidents and report findings through the Service or activity's normal chain of command. A copy of the accident or incident report will be provided to the USFK RSO within 30 days of the event.

**B-5. LICENSING AND CONTROL OF IONIZING RADIATION SOURCES.**

a. Services will manage and control licensed materials IAW specific Service license directives.

b. A copy of the unit's radioactive material inventory will be provided to the USFK RSO annually in January with a closeout date of 31 December. Changes in inventory will be reported to the USFK RSO within 30 days of the change.

**B-6. COMMAND RADIATION SAFETY COMMITTEE (CRSC).**

a. Each Service component and USFK activity that uses, handles, or stores materials with radioactive sources will be represented on the CRSC.

b. CRSC members will review and recommend for approval/disapproval USFK policy, plans, and operational procedures that deal with radioactive materials.

**B-7. USFK RADIOACTIVE MATERIAL PROCESSING FACILITY (RMPF).**

a. The approved USFK RMPF is located at Camp Carroll and is operated by the 2d Maintenance Company (TMDE). The USFK RSO will monitor the license and operations of the facility.

b. Services will dispose of all unwanted radioactive waste material at the approved USFK RMPF. Service RSOs will coordinate with the RMPF RSO and the USFK RSO prior to movement of radioactive source material to the RMPF.

c. The radioactive material license for the USFK RMPF will be prepared by the 2d Maintenance Company RSO and submitted to the USFK RSO for approval prior to submission to the U.S. Nuclear Regulatory Commission.

## APPENDIX C

### EXPLOSIVES SAFETY MANAGEMENT PROGRAM

**C-1. GENERAL.** This program is designed to provide a basis for long-term, quality management of explosives safety for U.S. Forces in the ROK.

#### **C-2. PURPOSE AND SCOPE.**

a. The purpose of the USFK Explosives Safety Program is to establish proactive management and to pull together all the available technical capabilities that already exist in the command in order to improve and strengthen the explosives safety program.

b. The scope of the program is command wide and will include conventional and special munitions. Under agreements currently in existence between the U.S. and ROK Governments, the explosives safety management program may include both U.S. and ROK titled munitions and explosives, as appropriate, IAW current agreements.

c. All aspects of the program will be IAW DOD and Services explosives safety standards (DOD 6055.9 Std; AR 385-64 and DA Pam 385-64; AFR 127-100; and NAVSEA OP 5).

#### **C-3. CONCEPT/RESPONSIBILITIES.**

a. Due to the immense importance of munitions to overall command readiness, and the threat represented by catastrophic loss of munitions due to explosives accidents, management of explosives safety must be placed at the General Officer level. The ACoS, J-4 is designated as the Executive Director for Explosives Safety for USFK. The Command Safety Director will work in concert with the ACoS, J-4 in the implementation and management of the explosives safety program.

b. Active participation by senior leaders of major subordinate commands (MSCs) in the development of policy, procedures, and priorities is essential to the implementation and maintenance of a sound explosives safety program. A USFK Explosives Safety Council will be established to provide this conduit to USFK MSCs.

(1) The ACoS, J4 is designated as the Chairman of the Council.

(2) The USFK Safety Director will serve as Vice Chairman of the Council.

(3) The Council will meet at least quarterly, or at other times at the call of the Chairman.

(4) The Chairman and Vice Chairman will serve as primary representatives on the Department of the Army Explosives Safety Council.

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**c. Services and other activities will—**

(1) Manage their explosives safety programs under Federal law, DOD and Service directives, and applicable Host Nation agreements and regulations.

(2) Ensure that the managers of explosives facilities and operations maintain appropriate continuity books, operating procedures, explosives site licenses, site plans, and waivers/exemptions as required.

(3) Investigate explosives safety accidents and incidents. Report findings through the Service or activity's chain of command. A copy of the accident or incident report will be provided to the USFK CSO within 30 days of the event.

## GLOSSARY

### ABBREVIATIONS

ACofS	Assistant Chief of Staff
CC Seoul	Command Center Seoul
CofS	Chief of Staff
CRSC	Command Radiation Safety Committee
CSO	Command Safety Office
DOD	Department of Defense
EDES	Executive Director for Explosives Safety
IAW	in accordance with
LAO	Logistics Assistance Office
LSE-FE	Logistics Support Element – Far East
MSC	major subordinate command
OSHA	Occupational Safety and Health Act
RMPF	Radioactive Material Processing Facility
ROK	Republic of Korea
RSO	Radiation Safety Officer
RSO&I	Reception, Staging, Onward Movement and Integration
SOFA	Status of Forces Agreement
SOFM	Safety of Flight Messages
SOUM	Safety of Use Messages
U.S.	United States (of America)
USFK	United States Forces, Korea